



# United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT  
WASHINGTON, DC 20240-0001

45600 Woodland Road, VAM-BOEM DIR  
Sterling, VA 20166

Telephone (703) 787-1818  
Facsimile (703) 787-1209

July 1, 2019

**Via Electronic Mail: [73668-88580322@requests.muckrock.com](mailto:73668-88580322@requests.muckrock.com)**

Ms. Emma Best  
MuckRock News  
Dept MR 73668  
411A Highland Ave  
Somerville, MA 02144-2516

RE: Freedom of Information Act (FOIA) Request No. BOEM-2019-00134

Dear Ms. Best:

This letter is in reference to your FOIA request dated May 21, 2019 and received by the Bureau of Ocean Energy Management (BOEM) Headquarters FOIA Office (HQ) on the same date. Your request is assigned number BOEM-2019-00134. Please refer to this number in any future correspondence with our office regarding this request.

## **Description of the Requested Records**

You requested:

[D]ocuments generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.

5. [The asterisked items in your request] A copy of the agency's first perfected (successful) FOIA request; Copies of other FOIA requests filed before the FOIA request described above; Processing notes, search slips and response documents regarding the FOIA requests described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests; A copy of the agency's first successful FOIA appeal; Copies of other FOIA appeals received by the agency before the appeal described above; Processing notes, search slips and response documents regarding the FOIA appeals described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

### **The Bureau's Response**

At this time, we are providing you with our response:

- For Items 1-4, after a thorough search of our files, the Bureau did not locate records responsive to your request.
- For Item 5, BOEM located the attached 13 pages released in their entirety.

I, Natasha Alcantara, BOEM FOIA Officer, am responsible for this partial denial.

### **Mediation Services and Appeal Rights**

You may appeal this response to the Department's FOIA/Privacy Act Appeals Officer. If you choose to appeal, the FOIA/Privacy Act Appeals Officer must receive your FOIA appeal no later than 90 workdays from the date of this letter. Appeals arriving or delivered after 5 p.m. Eastern Time, Monday through Friday, will be deemed received on the next workday.

Your appeal must be made in writing. You may submit your appeal and accompanying materials to the FOIA/Privacy Act Appeals Officer by mail, courier service, fax, or email. All communications concerning your appeal should be clearly marked with the words: "FREEDOM OF INFORMATION APPEAL." You must include an explanation of why you believe BOEM's response is in error. You must also include with your appeal copies of all correspondence between you and BOEM concerning your FOIA request, including your original FOIA request and BOEM's response. Failure to include with your appeal all correspondence between you and BOEM will result in the Department's rejection of your appeal, unless the FOIA/Privacy Act Appeals Officer determines (in the FOIA/Privacy Act Appeals Officer's sole discretion) that good cause exists to accept the defective appeal.

Please include your name and daytime telephone number (or the name and telephone number of an appropriate contact), email address and fax number (if available) in case the FOIA/Privacy Act Appeals Officer needs additional information or clarification of your appeal. You may contact the Department's FOIA/PA Appeals Office at:

Department of the Interior  
Office of the Solicitor 1849 C Street, N.W.

MS-6556 MIB  
Washington, DC 20240

Attn: FOIA/Privacy Act Appeals Office

Telephone: (202) 208-5339  
Fax: (202) 208-6677  
Email: [FOIA.Appeals@sol.doi.gov](mailto:FOIA.Appeals@sol.doi.gov)

The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road - OGIS  
College Park, MD 20740-6001

Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Web: <https://ogis.archives.gov>  
Telephone: (202) 741-5770  
Fax: (202) 741-5769  
Toll-free: (877) 684-6448

You may also contact the undersigned, BOEM's FOIA Public Liaison, at (703) 787-1818 for dispute resolution services.

### **Conclusion**

Thank you for your patience as we process your request. If you have any questions concerning your request, you may contact us by email at [boemfoia@boem.gov](mailto:boemfoia@boem.gov), by fax at (703) 787-1209; or by phone at (703) 787-1818 or by postal mail at: FOIA Office; Bureau of Ocean Energy Management; Mail Stop: VAM-BOEM DIR; 45600 Woodland Road; Sterling, VA 20166.

Sincerely,



X

Natasha Alcantara  
Freedom of Information Act Officer/Public Liaison  
Bureau of Ocean Energy Management